PP/OP 01.10: Facility Security

DATE: February 7, 2007

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish minimum standards and procedures for securing the Texas Tech University Physical Plant facilities.

REVIEW

This PP/OP will be reviewed by September 1 of each odd numbered year (ONY) by the Director Building Maintenance and Construction for Physical Plant and recommendations forwarded to the managing director for Physical Plant

POLICY/PROCEDURE

1. General Policy

   a. All Physical Plant shops, offices, and facilities will be securely locked during all off-duty hours and weekends.

   b. It is the responsibility of each section/unit supervisor for ensuring that all doors and windows in his/her area of responsibility are secured before departing at the end of the day. In the absence of the supervisor, the individual substituting in that capacity will assume this responsibility.

   c. Any failure to fulfill this responsibility through negligence or carelessness will constitute grounds for disciplinary action.

2. Procedures

   a. Each supervisor is responsible for ensuring that his/her area is secured before departing at the end of the day. This responsibility will include the following items:

      (1) Doors and windows are locked and lights are turned off.

      (2) Power to all power tools is turned off.

      (3) All air-conditioning, units unless required to protect sensitive equipment or materials, are turned off.
(4) All coffeepots or similar appliances are disconnected.

(5) All office equipment turned off; i.e., computers, calculators, etc.

(6) All vehicles are locked and secured.

(7) All vehicle toolboxes are locked and secured.

**RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SECTION</th>
<th>MONTH</th>
<th>DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Building Maintenance &amp; Construction</td>
<td>Review</td>
<td>Sept</td>
<td>1</td>
</tr>
<tr>
<td>Physical Plant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPROVED: _______________________________
Reviewer

APPROVED: _______________________________
Managing Director – Physical Plant

PP/OP 01.10